



COMMUNITY RESOURCE CENTER
SUCCESS STRATEGIES FOR COLORADO NONPROFITS

JOB ANNOUNCEMENT – COMMUNITY RESOURCE CENTER

Program Manager

Established in 1981, Community Resource Center create opportunities, tools, and strategies to develop nonprofits and community groups to strengthen Colorado. We believes in the power of the nonprofit sector to affect change and support thriving communities. We envision a strong and sustainable nonprofit sector leading our state towards a more just future.

We seek a skilled and strategic manager to build upon the organization's successes in strengthening Colorado's nonprofit sector. CRC's work environment is fast paced, dynamic and flexible. CRC's team engages in grassroots, hands-on strategies for nonprofit capacity building, with an emphasis on our statewide presence. Candidates should be comfortable working in and with diverse communities across Colorado. CRC is a member of the Colorado Collaborative for Nonprofits and has a team of 9 staff and five AmeriCorps VISTA members.

Position Summary:

This position reports to the Director of Education & Leadership Development and participates as a member of the Education, Advocacy, and Leadership program team. CRC's work environment is fast paced, dynamic and flexible. This position will require up to 25% travel.

Community Resource Center is an equal opportunity employer. We are committed to providing an inclusive and welcoming environment for staff, AmeriCorps VISTAs and program participants.

Responsibilities:

Participation Project- Advocacy & Civic Engagement – 50%

The position will manage nonpartisan voter engagement activities in partnership with local human service nonprofits; activities including Voter Registration, Education, Get Out the Vote.

- Deliver nonprofit advocacy and civic engagement trainings and technical assistance to nonprofit staff, boards and volunteers.
- Work with partner organizations to identify and implement voter engagement opportunities at their agency.



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- Recruit and manage field staff, including direct supervision of Field Coordinator and oversight of Canvass Staff, during the performance of their daily responsibilities.
- Oversee data entry and quality control of voter information collected by partners. VAN experience preferred.
- Track and report metrics to determine impact of programs, efficacy of tactics, and to inform strategy development.
- Develop and maintain relationships with funders, partners, government officials, and other community leaders.
- Support programmatic and organizational fund development efforts including grant writing and reporting, sponsorship cultivation, and contract negotiation.

Statewide Education Program - 45%

Manage the successful execution of CRC's education programs, including statewide training, Leadership Development, and Social Enterprise offerings.

- Manage schedule development and support program planning
- Along with team, support major events, trainings, roundtables, cohort meetings, networking events, annually from planning to execution
- Manage program systems and tools, including event registration, Salesforce, Wufoo, and other platforms
- Identify and cultivate business development opportunities
- Deliver trainings and facilitate peer learning groups in nonprofit management best practices throughout Colorado
- Support programmatic and organizational fund development efforts including grant writing and reporting, sponsorship cultivation, and contract negotiation.

Administrative -5%

- Collaborate with CRC staff by participating in working groups, functional groups, staff meetings, annual budget preparation, and board meetings.

Qualifications:

- B.A. /B.S degree preferred. Work experience may count towards education.
- 4 years of progressively responsible and relevant experience in community organizing, nonprofit management, outreach, advocacy, and/or community engagement.
- Experience working with low-income communities and communities of color.



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- Confident public speaking, facilitation skills, presentation and/or teaching experience required.
- Experience with or interest in fund development.
- Strong organizational skills and proven high attention to detail
- Computer literate and tech savvy
- Exceptionally well-organized and flexible, with strong time-management skills.
- Reliable transportation.
- Willingness to work cooperatively as part of a team
- Agreement with and commitment to CRC's mission and values

Position Details:

This is a full-time position based in CRC's Denver office. Compensation package includes benefits and pay will range from \$45k-48k annual salary based on experience.

To apply, please send resume and cover letter explaining 1) why you are particularly interested in this position and 2) how your experience aligns with the job announcement. **Please send one PDF to jobs@crcamerica.org**. Please reference "Program Manager" in the subject line of your email. You can find out more about CRC programs at www.crcamerica.org.

No phone calls please.